

Portfolio

Wisconsin Agriculture—Animal Science Skill Certification Program

Coop Areas Completed	Student Information
1. Employability Skills 2. Agribusiness 3. Animal Science	<div>Student</div> <div>Phone</div>
	<div>School</div> <div>Phone</div>
	<div>Teacher Coordinator</div> <div>Phone</div>
	<div>Workplace Mentor</div> <div>Phone</div>
<div> <div>Start Date</div> <div>End Date</div> </div>	<div>Other Information:</div> <div> </div>

Agriculture—Animal Science Skill Standards Rating Scale

- 3 Proficient—able to perform entry-level skills independently.
 2 Intermediate—has performed task; may need additional training or supervision.
 1 Introductory—is familiar with process but is unable, or has not had the opportunity, to perform task; additional training is required.

SB School Based
WB Work Based

Description of Skills	Rating			Initials		Comments
	3	2	1	SB	WB	

PART ONE: Core Employability Competencies

20 competencies must be achieved at level 2 or 3

Basic Skills

1. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.						
2. Writing—communicates thoughts, ideas, information and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs and flow charts.						
3. Mathematics—Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.						
4. Listening—receives, attends to, interprets, and responds to verbal messages and other cues.						
5. Speaking—organizes ideas and communicates orally.						
6. Career Development—understands application process, develops personal career goals, understands individual potential.						

Personal/Interpersonal Skills: Displays responsibility, self-esteem, sociability, self-management, integrity and honesty, and extends these skills to facilitating working well with others.

7. Demonstrates integrity/honesty and chooses ethical courses of action.						
8. Serves clients/customers, working to satisfy customer's expectations.						
9. Participates as a member of a team, contributing to group efforts.						
10. Demonstrates leadership skills, including teaching others new skills.						
11. Works well with women and men from diverse backgrounds.						

Thinking/Information Processing Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason, and acquire and utilize information to aid these processes where necessary.

12. Organizes, maintains, interprets, communicates information, using computers to aid this task where necessary.						
13. Recognizes problems and devises and implements plans of action.						
14. Generates new ideas through creative thinking.						
15. Makes decisions through specifying goals and constraints, generating alternatives, considering risks, and evaluating and choosing the best alternatives.						
16. Uses efficient learning techniques to acquire and apply new knowledge and skills.						

Description of Skills	Rating			Initials		Comments
	3	2	1	SB	WB	
Systems/Technology: Understands complex interrelationships of systems and works with a variety of technologies.						
17. Knows how social, organizational, and technological systems work and operates effectively with them.						
18. Understands relationships among technological functions, pinpoints errors in technologies' performance and corrects problems in operations.						
19. Selects the appropriate tools or equipment for a task, including computers and related technologies.						
20. Understands the function and proper procedures for technologies related to a task.						
21. Prevents, identifies, or solves problems with equipment, including computers and other technologies.						
22. Understands basic safety precautions and takes measures to implement them.						

PART TWO: Agribusiness Competencies

27 competencies must be achieved at level 2 or 3

Sales

1. Support the mission statement of the workplace.						
2. Identify potential customers.						
3. Determine customer needs and wants.						
4. Recommend product or service to meet customer needs and wants.						
5. Identify and overcome customer objections.						
6. Present sales proposal.						
7. Utilize sales tools.						
8. Close sale.						
9. Record sales information						

Customer Relations

10. Respond to customer complaints						
11. Establish a positive customer relationship						

Marketing

12. Outline a marketing plan.						
13. Prepare product demonstrations, exhibits, or displays.						
14. Write news articles.						
15. Create advertisements.						

Technical Assistance

16. Acquire company/product information for use in providing customer service.						
17. Read and follow product label information.						

<i>Description of Skills</i>	Rating			Initials		<i>Comments</i>
	<i>3</i>	<i>2</i>	<i>1</i>	<i>SB</i>	<i>WB</i>	
18. Explain safety precautions regarding product use or application.						
19. Utilize marketing/sales databases.						

Process Customer Orders

20. Load, mix, and/or prepare orders for delivery.						
21. Complete invoices.						
22. Deliver products and load customer vehicles.						
23. Maintain customer information.						

Communications

24. Handle phone communications.						
25. Use fax, E-Mail, and other communication systems.						

Professional Development

26. Become involved as a student member of an agricultural/professional organization.						
27. Attend a sales or other job-related meeting.						
28. Differentiate among forms of agribusiness organizational structures.						
29. Explain the importance of agribusiness to international markets or the economy.						
30. Use agribusiness information and other continuing professional education sources to update animal science skills and knowledge.						

PART THREE: Animal Competencies

28 competencies must be achieved at level 2 or 3

Animal Competencies

1. Compare and contrast various traditional animal industries.						
2. Identify alternative animal enterprises.						
3. Identify types of animal products and by-products and their economic benefits.						
4. Explore potential careers associated with the animal industry.						
5. Evaluate the temperature, pulse, and respiration of an animal.						
6. Evaluate the height and weight of an animal.						
7. Evaluate the condition of the hair, eyes, and breathing of an animal.						
8. Evaluate the animal's appetite, feed and water intake, and the texture, amount and color of feces.						
9. Interpret an animal's body language, socialization and gait.						
10. Select appropriate animal environment for a given species.						
11. Demonstrate proper animal restraint techniques.						
12. Use equipment correctly and wear appropriate clothing.						
13. Identify and locate major organs of the body.						

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	<i>3</i>	<i>2</i>	<i>1</i>	<i>SB</i>	<i>WB</i>	
14. Describe functions of the major organs.						
15. Explain the basic systems of the animal's body in relation to normal health and maintenance.						
16. Investigate basic Mendelain principles.						
17. Interpret an animal pedigree.						
18. Track length of reproductive cycle of female.						
19. Recognize observable signs of estrus.						
20. Recommend an appropriate breeding method.						
21. Identify characteristics of pregnancy.						
22. Identify the length of the gestation period and the required care of the animal during gestation or incubation.						
23. Identify the required care of the newborn.						
24. Identify length of lactation period and the required care of the lactating animal.						
25. Develop an animal reproductive plan.						
26. Keep animal records for a specific species.						
27. Identify the markets for an animal and animal products.						
28. Analyze animal conformation.						
29. Evaluate animals for body condition.						
30. Select appropriate feeds for a species of animal.						
31. Apply job-related safety procedures.						

The Competencies in This Portfolio Have Been Endorsed By:



Wisconsin FFA
Association



Wisconsin Association for
Leadership in
Education and Work



Wisconsin Association
of Vocational Agriculture
Instructors, Inc.



Wisconsin Association for
Career and Technical
Education



Wisconsin
Agribusiness
Council



Wisconsin
Technical College
System



Wisconsin Department of
Public Instruction